

RE-POSTED CORRECTION

VACANCY NOTICE

#3019

CS-376

REV(08/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

A010313

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| Description of Position | TITLE OF POSITION: E & T ADMINISTRATOR | CLASSIFICATION CODE: 02649400 |
| | SALARY RANGE: (135A) \$67,568 - \$76,523 Annually | REFERENCE POSITION NO.: 1680-50101-03384 |
| | Labor & Training Workforce Development | APPLICATION PERIOD: 03-04-13 thru 03-15-13 by 4:00pm |
| | DEPARTMENT DIVISION/SECTION/UNIT | NO GRACE PERIOD |
| | Assignment(s) / Comments: *****PREVIOUS APPLICANTS NEED NOT REAPPLY ***** | |
| General Information to Candidate | Shift and Days: Monday-Friday (Non Standard) | Job Location: 1511 Pontiac Ave, Cranston, RI 02920 |
| | Restrictions/Limitations: _____ | |
| | Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u> | |
| | Name of Bargaining Unit Union: _____ | |
| | There is * <u> </u> is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions | |
| * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position. | | |
| Statement of Duties | INSTRUCTIONS: | |
| | A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application or within a cover letter</u> , both the File Position Title and Number. | |
| | Most Important - Please include the following information: | |
| | <ul style="list-style-type: none"> The title of the position for which you are applying Name of department where you are currently employed Title of your present position and date you entered it Your business telephone number Date you entered State service Present Union Affiliations | |
| | *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. | |
| Minimum Education & Experience | B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: | |
| | If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. | |
| | C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: | |
| | <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). | |
| | DUTIES / RESPONSIBILITIES: | |
| Where to Apply | To be responsible for the administrative oversight of a major work unit or a combination of smaller units within the Department of Labor and Training; with special emphasis on the implementation of strategies for the delivery of customer service; the coordination of related training programs for employees; and the promotion of new or changed customer services to the user populations; and to do related work as required. | |
| | ***PLEASE REVIEW ATTACHED ADDENDUM**** | |
| | ***For additional information, the job description is available at www.hr.ri.gov/classification/jobspecs.php .*** | |
| | EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: | |
| | EDUCATION: Such as may have been gained through: graduation from a college of recognized standing with a specialization in business or public administration, communication, marketing or a closely related field; and EXPERIENCE: Such as may have been gained through: considerable experience in a position responsible for employment and training programs, including the planning, development and promotion of such programs. OR, any combination of education and experience that shall be substantially equivalent to the above education and experience. | |
| Where to Apply | Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. | |
| | MAIL YOUR RESUME OR CS-14 APPLICATION TO: | |
| | Lisa M. Kearns Department of Administration Office of Human Resources General Government Service Center One Capitol Hill, Providence, RI 02908 | |
| | TTY/TDD #: 711 (Telecommunication Device for the Deaf) | |
| | Email: LK-Resume@hr.ri.gov | |



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

RI Department of Labor and Training
Addendum: Employment and Training Administrator
Workforce Development Division

The E& T Administrator reports directly to the Assistant Director of the Workforce Development Division, is the second in command and will have the primary responsibility to perform administrative, planning and implementation of the programs, resources and applicable budgetary requirements required to execute federal and state employment and training resources. The Administrator will manage and oversee the workforce development administrative staff and field operations which include administrative program chiefs, coordinators and managerial staff to ensure the efficient and effective coordination and delivery of the workforce development and training programs administered through Rhode Island's One-Stop System (netWORKri) and the DLT Reemployment Center. In addition such responsibilities will include leadership and coordination of key stakeholder groups and statewide systems initiatives and reporting requirements of federal and state plans and grants.

Critical to the work to be performed will be:

- a thorough knowledge of Rhode Island's workforce development system, including the Workforce Investment Act (WIA) other federal and state funding sources, programs, partners, and policy;
- a sophisticated understanding of workforce development theory and practice;
- excellent verbal, written, and presentation skills and interpersonal skills;
- the ability to represent the Assistant Director in a highly-professional manner with all partners, customers, and stakeholders throughout the workforce system and the USDOL Region I;
- significant experience and expertise in researching and writing reports, grants, testimony, articles, and/or other publications;
- interpret policy and legislation and translate into guidance and service delivery strategies;
- demonstrated ability to work manage and plan projects, work collaboratively, work independently, think critically, solve problems, be creative, accept and give constructive feedback;
- focus on performance and management information systems that create program and systems improvements;
- practiced personnel and human resource management and strategies that improve skills and staff performance; and,
- the ability to work long and/or non-standard hours and days, when necessary.